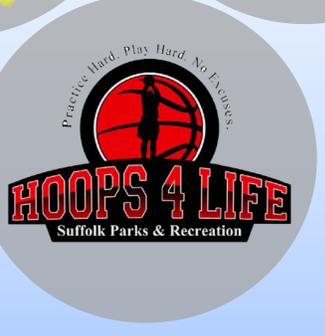


Summer Programs

PARENT HANDBOOK



SUFFOLK
PARKS & RECREATION

JOIN THE SUMMER FUN!



Planet Recreation

Grades: Rising Kindergarten-Rising 6th*

*4 year olds may register if they have completed Suffolk Public Schools Pre-K4 program

Monday-Friday 7am-6pm
June 22 - August 14



Site Contact Information:

Booker T. Washington Recreation Center

Tabitha Franklin 757-514-7247 tfanklin@suffolkva.us

Creekside Recreation Center

Shanta Bynum 757-514-7245 sbynum@suffolkva.us

Mack Benn Jr. Recreation Center

Deja Patterson 757-514-7248 dpatterson@suffolkva.us

Northern Shores Recreation Center

Tajee Pledger 757-514-7249 tpledger@suffolkva.us

Oakland Recreation Center

JJ Stephens 757-514-7246 vstephens@suffolkva.us

Whaleyville Recreation Center

Jessica Taylor 757-514-7100 jtaylor@suffolkva.us

Discover Your Future

East Suffolk Recreation Center

Grades: Rising 7th-10th

Monday-Friday 7am-3pm

Extended Stay 3pm-6pm, Membership Required

June 22-August 14

Program Supervisor:

Dominique Cox 757-514-4500 ddcox@suffolkva.us



OAK-Outdoor Adventure Kamp

Sleepy Hole Park

Monday-Friday	7am-6pm	
Session 1	Ages: 6-9	August 17-21
Session 2	Ages: 10-14	August 24-28

Program Supervisor:

Nakiesha Bridgers 757-923-2385 ndbridgers@suffolkva.us

Registration begins April 1, 2020.



Hoops 4 Life

Kings Fork Recreation Center

Monday-Friday	7am-6pm	
Sessions 1-2	Ages: 12-15	June 22-July 17
Sessions 3-4	Ages: 8-11	July 20-August 14

Program Supervisor:

William Berryman 757-514-7270 wberryman@suffolkva.us

If your child has the desire to learn the game of basketball, then this camp is for them. This "Basketball 101" program will improve basketball skill levels, while addressing important life lessons and values. Youth will learn the value of discipline, teamwork, and the importance of setting goals. In addition to basketball training, there will be incredible, guest speakers, video lessons, and workshops.



Hook A Kid On Golf

Sleepy Hole Golf Course

Monday-Friday	9am-12pm
July 20-24	Ages 7-15

Program Supervisor:

William Berryman 757-514-7270 wberryman@suffolkva.us

Take the opportunity to learn the many facets of the game of golf. Golf can be exciting while learning skill techniques, basic rules, etiquette and course management. This program is for girls and boys. Fees include golf clubs, golf bag, hat and shirt.





Camp Limitless Therapeutic Summer Camp

Planter's Club

Monday-Friday 9am-2pm
June 29-July 31

Program Supervisor:

Jasmine Holloman 757-514-7264 jholloman@suffolkva.us

Registration begins March 2, 2020. Therapeutic Camps are geared towards youth with special needs and dis-ABILITIES. They allow campers to flourish in a structured environment while feeling comfortable and secure. Camps will include arts and crafts, field trips, group games, outdoor activities, and more. Participants who require 1:1 assistance are welcome to attend along with their parent or professional aide at no additional cost except field trips.



Art Camp

Suffolk Art Gallery

Monday-Friday	7am-6pm	
Session 1	Ages: 10-14	August 17-21
Session 2	Ages: 6-9	August 24-28

Program Supervisor:

Angela Reavis 757-514-7284 areavis@suffolkva.us

Registration begins April 1, 2020.

BEHAVIOR MANAGEMENT

Our use of discipline is established to provide a safe environment and enjoyable atmosphere for your child(ren). At Suffolk Parks and Recreation, we utilize a conscious discipline approach that consist of three (3) components:

- Safety through self-regulation
- Connection through a compassionate culture
- Problem-solving through a change in perception and response to conflict

This approach begins with the children working with staff to create program expectations for behavior. We encourage parents/guardians to discuss the program expectations with their child.

Additionally, four (4) basic policies exist concerning discipline.

- No staff member ever touches, shakes, pokes, slaps or hits a child. Verbal discipline is the only form allowed. This does not mean screaming at children.
- When discipline of a group or an individual is necessary, the disciplinarian is the staff person who was supervising at the time.
- Parent/Guardian will be informed about the child's behavior both positive and negative.
- Parents/Guardians may not touch, discipline, or question children, other than their own for any reason. If parents have questions about the way an incident was handled, they should direct them toward the Parks and Recreation staff. Violating this policy can be grounds for removal from the program.

We do not allow corporal punishment under any circumstances.

Using the measures of discipline described above, the program staff will handle minor unacceptable behavior as it occurs on site. The staff will notify the parent/guardian describing the incident and/or discuss the situation when the child is picked up. A parent conference may be scheduled if behavior continues.

Examples of Serious Discipline Problems:

- Fighting and/or bodily harm to another participant or staff
- Using foul or threatening language
- Repeated and/or serious disrespectfulness towards staff
- Uncontrollable behavior which disrupts the program
- Intentional destruction of property
- Spitting and horse-playing

If serious unacceptable behavior occurs, parent/guardian will be required to pick up their child immediately. The child will be suspended for one or more days and/or face expulsion from the program for such behavior. In addition, a conference may be set up with the parent/guardian and Recreation Specialist prior to the child returning to the program. Repeated incidents of serious unacceptable behavior will result in the child being expelled from the program. No credit or refund will be given in the event of suspension or expulsion.

Some unacceptable behavior is considered serious enough that the child may be expelled from the program on the first offense. Examples include, but are not limited to the following:

- Physical assault on a child or staff
- Using, carrying, or distribution of drugs
- Possession and/or use of a weapon

For the safety and well being of all participants, we reserve the right to expel participants, without warning, for these types of offenses. Additionally, police will be contacted for offenses, which violate the law. Please note that programs are located on City of Suffolk Public School property and the school rules and policies apply.



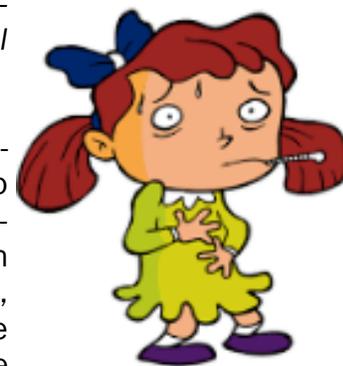
RELEASE OF CHILDREN

We will only release the child (ren) to the responsible parent/guardian or persons listed on the registration form. **No exceptions.** We also require a picture ID for those people unfamiliar to the staff, including the parent/guardian. If you are unable to pick up your child (ren), please notify the center staff as to who will be picking up your child (ren). If someone arrives that is not listed on the child (ren)'s form(s), staff will notify you. Until you have been reached, the child (ren) will not be released. Legal documentation must be on file at the center if a parent/guardian is listed as unauthorized to pick up. It is recommended that individuals signing participants in and/or out of the program must be at least 18 years old or over. Suffolk Parks and Recreation programs operate exempt from licensure under State Code 63.2-1715.

MEDICATION, INJURY/ILLNESS & COMMUNICABLE DISEASES

We cannot store or administer medications. For the safety of all children at our program locations, we do not allow participants to carry or self-administer prescription drugs or over-the-counter drugs. You must make arrangements to visit the site to administer drugs, when required. If a child has medication with them, it will be confiscated and you will be notified. Please indicate all medical information on the registration form and keep current.*

Exceptions may be considered for children who are able to self-administer medications for emergency/life threatening situations only. Diabetics may be permitted to carry extra insulin or glucose tablets. Children who are at risk of anaphylaxis as a result of allergies may be permitted to bring an epinephrine auto-injector. Children with asthma, who use an inhaler, are permitted to carry it with them and use it as needed, with prior approval from the Recreation Specialist. Each of these will need to have the prescription accompanying it. These situations will be handled on a case-by-case basis.



***Requests should be submitted in writing to the Recreation Specialist prior to the start of the program.**

In the event of chicken pox, strep throat, mumps, conjunctivitis or other communicable disease, you must notify the Parks and Recreation Department immediately. Children may not return to the program until all contagious conditions have cleared. In the event of head lice, the Parks and Recreation Department must be notified immediately and the child may not return to the program until all evidence of lice is gone.

If a child becomes ill or injured during program hours, staff will notify you. In serious life threatening situations, staff will call 911 for emergency assistance. Children with medical conditions are required to wear a medical-alert bracelet or necklace at all times while in the Planet Recreation Program. If your child becomes ill, he/she must be picked up within 45 minutes of you being notified.

SUNSCREEN

It is our primary goal to provide your child with a safe and fun summer. However, outdoor field trips to beaches and water parks can offer additional challenges. Participants may spend a great deal of time exposed to the sun's harmful rays. That's why we need your help to ensure your child's safety.

Parents or guardians must apply sunscreen before children come to our program in the morning. We recommend a sunscreen with an SPF of at least 30. Parents or guardians are required to provide their children with sunscreen for later applications. Staff will not apply sunscreen to children. Please instruct your children on how to properly apply sunscreen. Staff will make every effort to remind them to reapply sunscreen during field trips. We also recommend the use of rash guard/swim shirts and sun hats for greater protection.



SNACK & LUNCH

All participants will need to bring a snack and a lunch unless otherwise noted. Snack times will be in the morning and afternoon. Snack machines are located at some centers. Staff is not responsible for lost snack money. Some centers have the USDA Breakfast and Lunch Program. Check to see if your center offers this program. **USDA lunches will not be served after 1pm.** Centers that do not offer USDA lunches require the children to bring their meal each day. Meals must be in a cooler or insulated lunch box. **Summer school participants that arrive to the program after 1pm will be required to bring their own lunch.** We **will not** keep lunches or snacks in a refrigerator or microwave them. If a child arrives without a lunch or the lunch is inadequate, you will be called to bring one. *Food from restaurants such as Wendy's, McDonalds, Chick Fil A, Hardees, Burger King, etc. will not be allowed at any of the programs.*



PERSONAL BELONGINGS & DRESS ATTIRE

Participants should leave personal belongings such as games, dolls, mp3/iPod players, etc. at home. Children should not wear or bring expensive or breakable items to the program. Staff will not hold or safeguard such items and cannot be responsible for their safekeeping. Please note that during program hours portable communication devices such as cell phones are not allowed to be displayed during the program. *Suffolk Parks and Recreation does not accept responsibility for lost, broken or misplaced items.* Children should wear appropriate clothing. Gym shoes are recommended. **No open-toed, sandals/flip flops or black-soled shoes allowed.** Clothing with obscene, profane, or vulgar words or graphics will not be permitted. If your child wears any clothing of this type, he/she will be asked to turn their shirt inside out. You will be notified if this occurs. Please keep in mind that this is a recreation program and occasionally the children will get messy.

PROGRAMS & FEES

Program Fees applies to all summer camp programs that require a fee.

***IMPORTANT** – Registration is on a first come, first serve basis. In order to reserve placement for your child (ren) payment must be made for each desired program session. You will not be refunded or credited for daily absences or missed field trips! No refunds, no exceptions!

Fees will not be adjusted or refunded for absences, suspensions, early pick-ups, unanticipated calendar changes, closing due to weather conditions, or other emergency situations.

Late Pick-up Fee: A late pick-up fee of \$1 per minute per child, after 6:00 p.m. will be charged. Fees will be charged based on the time indicated on the center's clock. Three (3) late pickups will result in expulsion from the program. Credit and Debit card payment is available. Checks or money orders must be made payable to Ronald H. Williams, Treasurer. The City charges a \$50 fee on all returned checks. We reserve the right to refuse any future payments by check until all debt has been cleared. Your child (ren)'s name(s) must appear in the memo section of each payment. Shuttle riders please see page 8 for late pick up policy.



FIELD TRIPS

Program participants will have an opportunity to attend various educational and recreational field trips. The costs of the field trips have been included in the bi-weekly payment (Excluding Planet Fun and Hook A Kid on Golf). The center will be closed on field trip days. If your child does not wish to attend you must make other arrangements. If your child attends Planet Recreation and you wish to utilize another Planet Recreation program at another center, you must make arrangements within 48 hours prior to the scheduled field trip date. This can be done with the Recreation Specialist at the Planet Recreation site in which your child is registered. Children that will be attending the field trip must be signed in by 8:00am on their scheduled field trip day, unless otherwise noted.



Departure times will depend on the location of the trip. Children are required to wear their program T-shirts on all field trips. Lunch is provided on some of the field trips. Your child (ren) will need to bring a lunch if it is not provided on the trip. Bag USDA lunches may be available on field trip days if not provided by the trip site. Contact the program site Recreation Specialist for more information. If your child (ren) attends summer school or any other program, please make other arrangements if your child does not attend the field trip.

CHILD ABUSE/NEGLECT

In accordance with the Code of Virginia, Suffolk Parks and Recreation staff is responsible for reporting all suspected abuse or neglect to our local social services department. All suspected child abuse will be reported to the site supervisor immediately. On-site staff will contact their appropriate supervisor in the Parks and Recreation Department and department policy will be followed.

SHUTTLE BUS INFORMATION

Hoops 4 Life (H4L) and Discover Your Future (DYF) participants living in Northern Suffolk may use the shuttle bus service. The shuttle transports from Northern Shores and Creekside Recreation Centers to Kings Fork Recreation Center for H4L and the East Suffolk Recreation Center for DYF.

Space is limited. Participants may only register for the shuttle if they intend to use the service for the entirety of each two (2) week program session.

Shuttle Late pick-up fee: In the event that a parent or guardian is not at Creekside Recreation Center by 6:00pm for pick up, the child(ren) will be transported to Northern Shores Recreation Center, where they must be picked up. Any child that is not picked up by 6:30pm at Northern Shores Recreation Center will be assessed by \$1 late fee per minute. If a parent, guardian or emergency contact cannot be reached after 1 hour, Child Protective Services will be notified. The late fee must be paid by check or money order before your child(ren) can continue to use the shuttle service.

Northern Shores Recreation Center 6701 Respass Beach Road **Creekside Recreation Center** 1000 Bennett's Creek Road

Shuttle Bus Schedule

Morning Trip	Depart NSRC	Depart CRC	Arrive H4L	Arrive DYF
Time	6:00 a.m.	6:15 a.m.	6:30 a.m.	6:45 a.m.
Afternoon Trip	Depart DYF	Depart H4L	Arrive/Depart CRC	Arrive NSRC
Time	5:00 p.m.	5:15 p.m.	5:45/6:00 p.m.	6:15 p.m.



RECEIPT OF HANDBOOK

134 SOUTH 6TH
STREET
SUFFOLK, VA 23434
MAIN # 757-514-7250

A COPY OF THE YOUTH SUMMER PROGRAMS 2020 PARENT HANDBOOK WAS RECEIVED
BY:

PRINT PARENT/GUARDIAN NAME

PRINT CHILD'S NAME

PARENT/GUARDIAN SIGNATURE

.....
OFFICE USE ONLY

STAFF SIGNATURE

DATE

COPY THIS PAGE AND FILE IN SITE NOTEBOOK WITH REGISTRATION INFORMATION

SUBMIT ORIGINAL SIGNATURE PAGE TO PROGRAM SITE SUPERVISOR

Join The Summer Fun!

